

Richmond Hill Police Department
Range Inspection Form

Occupying Checklist

Trash Picked Up ☐

Brass Picked Up ☐

Trash Cans Emptied ☐

Bathroom Cleaned ☐

Check Equip for Damage ☐

Provide Copy of Range Rules ☐

Issue Keys ☐

Clearing Checklist

Trash Picked Up ☐

Brass Picked Up ☐

Trash Cans Emptied ☐

Bathroom Cleaned ☐

Check Equip for Damage ☐

Equip Powered Down ☐

Buildings Locked ☐

Retrieve Keys ☐

Inspecting officer should check each of the items listed in the "Occupying" list. Check each box if the item to be inspected is in acceptable condition. If the item is not to standard, annotate any shortcomings in the space below.

When clearing the range, the inspecting officer shall check all equipment for damage and annotate any damage in the space below. If it appears that significant damage has been made to the equipment, contact LT Sakelarios or CPL Nessmith immediately.

Inspecting Officer (Print)

Inspecting Officer (Sign)